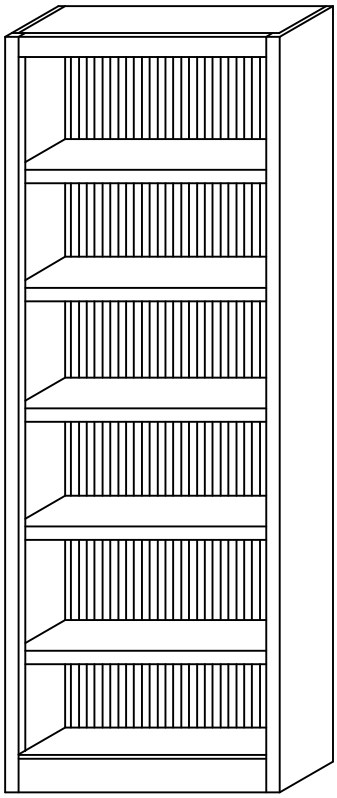
ASSEMBLY MANUAL



Bookcase
Model # MI 3084-D

CAUTION
MUST HAVE 2 PEOPLE TO ASSEMBLE. DO NOT LIFT OR TILT ON SIDE OR CORNERS DURING ASSEMBLY.

TOOLS REQ.
* Screwdriver
* Rubber Mallet
* A Friend

IMPORTANT

DEAR CUSTOMER,
To ensure that you have a speedy and pleasant time assembling your unit
PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE BEGINNING ASSEMBLY.
If you need assistance, **DO NOT CALL THE STORE,** call us. Our Customer Service Group is here to help you.

CALL MONDAY-FRIDAY, BETWEEN 8:00 AM TO 3:00 PM PACIFIC TIME.
Please be sure to follow the construction order in the Assembly Manual and complete each step before you proceed to the next step.

Call: **USA**
Plycraft Industries Inc.
2100 E. Slauson Ave.
Huntington Park, CA 90255
E-mail: plycraft@ix.netcom.com

Toll Free Telephone # 1-800-765-9035 **Telephone # 1-323-587-8101** **Fax # 1-323-587-8220**

LIST OF PARTS WITH QUANTITY **MODEL # MI 3084 - D**

DESCRIPTION **QTY**

WOOD PARTS

Left Side.....1

Right Side.....1

Top.....1

Bottom.....1

Top Kicker.....1

Bottom Kicker 1

Adjustable Shelves.....5

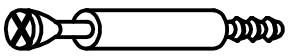
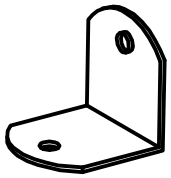
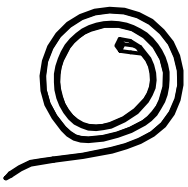
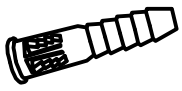
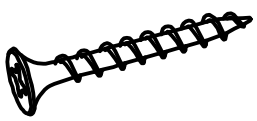
Back Panel 1

TOOLS REQUIRED:
- **SCREWDRIVER**
- **RUBBER MALLET**

ESTIMATED ASSEMBLY TIME 30 MINUTES.
ASSEMBLE ON SOFT SURFACE TO PREVENT DAMAGE TO THE FINISH.
RECOMMENDED NUMBER OF PEOPLE NEEDED FOR ASSEMBLY 2.

LIST OF PARTS WITH QUANTITY DESCRIPTION **MODEL # MI 3084 - D**

(DRAWINGS NOT TO SCALE)

HARDWARE	QTY	
FASTENER PINS	8	
CAMS	8	
SHELF SUPPORT PINS	20	
SCREWS (CLEATS) 1 ¼”	8	
SCREWS (BACK PANEL) 5/8”	22	
MOUNTING BRACKETS	2	
SCREW (MOUNTING BRACKET) 5/8”	1	
NYLON RESTAINT STRAP	1	
DRY WALL ANCHOR	1	
DRYWALL SCREW 1 ¼”	1	

ASSEMBLY MANUAL

Step 1. Please READ INSTRUCTIONS carefully before beginning. Assemble in the general area you want your new bookcase to be placed. **IMPORTANT: WE RECOMMEND THAT A FRIEND ASSIST YOU WITH ASSEMBLY FROM THIS POINT FORWARD.**

Step 2. On a clean soft surface, such as a carpet or the inside of the carton, place RIGHT SIDE, with the small-predrilled holes facing up and the long raised edge facing towards you. See Figure 1.

Step 3. Insert and screw 4 metal fastener pins into 4 small pre-drilled holes of RIGHT SIDE. **DO NOT OVER TIGHTEN.** See Figure 1.

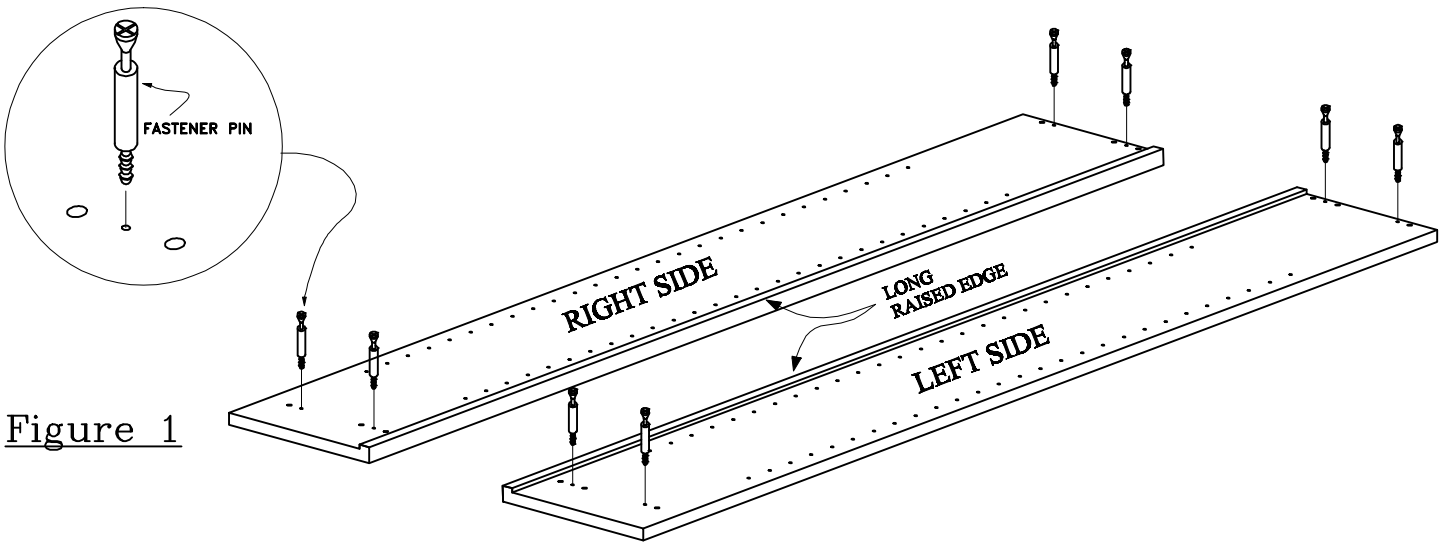


Figure 1

Step 4. With your friend, carefully place LEFT SIDE, with the small-predrilled holes facing up and the long raised edge facing towards you. See Figure 1.

Step 5. Insert and screw 4 metal fastener pins into 4 small pre-drilled holes of LEFT SIDE. **DO NOT OVER TIGHTEN.** See Figure 1.

Step 6. With your friend, position RIGHT SIDE with the long raised edge on the floor and the fastener pins toward the inside of the unit. See Figure 2.

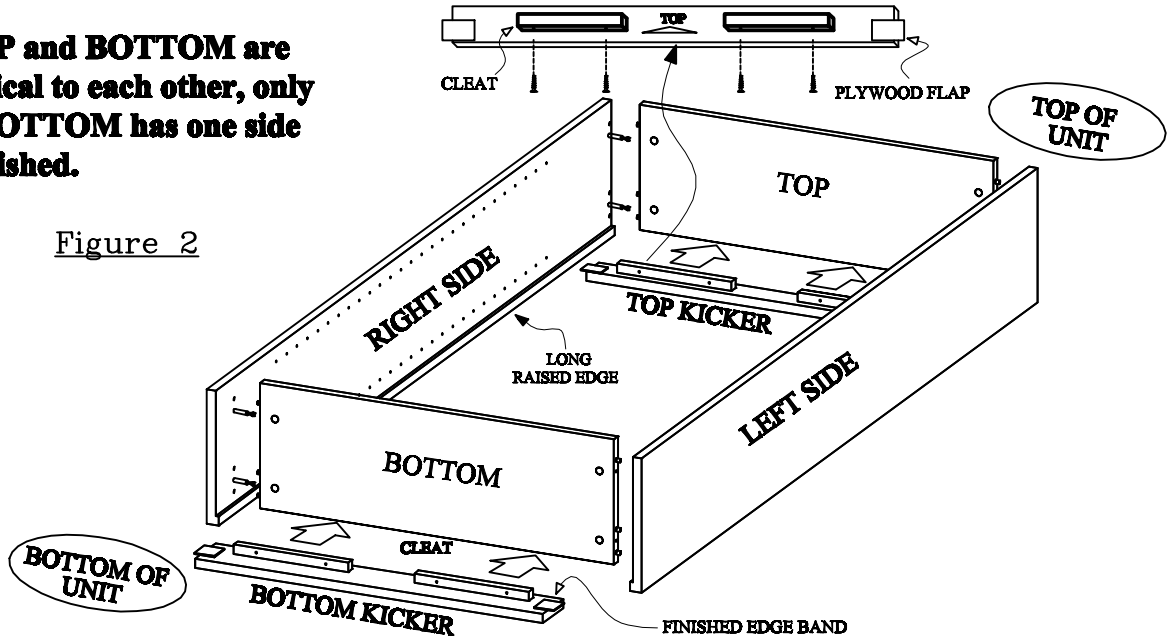
Step 7. With your friend, insert TOP (finished on both sides) into the fastener pins and holes of RIGHT SIDE. Make sure the large predrilled holes are facing toward the bottom of the unit. See Figure 2.

Step 8. Insert BOTTOM into the predrilled holes of RIGHT SIDE. Make sure the unfinished side and the large predrilled holes are facing towards the bottom of the unit. See Figure 2.

Step 9. With your friend, insert LEFT SIDE into the dowels and holes of TOP and BOTTOM. Make sure the long raised edge is on the floor and the fastener pins toward the inside of the unit. See Figure 2.

Note: TOP and BOTTOM are identical to each other, only the BOTTOM has one side unfinished.

Figure 2



Firmly push all pieces together in order to close all the gaps. If necessary, use a rubber mallet or similar soft device.

Note: BOTTOM KICKER is wider than TOP KICKER.

Step 10. With your friend, slide the TOP KICKER (with the finished side toward the floor and the cleats facing up) under the TOP - until the cleats make contact with the TOP. **Make sure that the plywood flaps are flush with the raised edges of the sides.** See Figure 2.

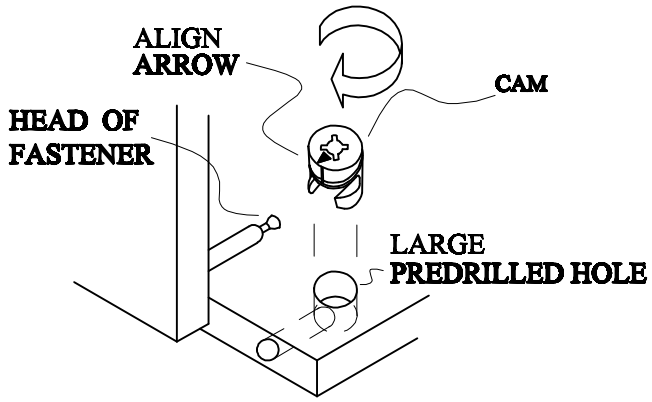
NOTE: If the TOP KICKER does not slide easily between the SIDE PANELS under the TOP. Slightly tap and open one of the PANELS and slide the TOP KICKER in. When TOP KICKER is in place please tap gently to close the gaps between the PANELS. See Figure 2.

Step 11. With your friend, slide the BOTTOM KICKER (with the cleats facing up, finished side to front of the unit and finished edge band to the top of the unit) under the BOTTOM- until the cleats make contact with the BOTTOM. **Make sure that the plywood flaps are flush with the raised edges of the sides.** See Figure 2.

NOTE: If the BOTTOM KICKER does not slide easily between the SIDE PANELS under the BOTTOM. Slightly tap and open one of the PANELS and slide the BOTTOM KICKER in. When BOTTOM KICKER is in place please tap gently to close the gaps between the PANELS. See Figure 2.

Step 12. Install 8 Cams into the large pre-drilled holes. Point the arrow on the Cam in the direction of the fastener pin. Push the Cam into the large predrilled hole. Use a screwdriver, to turn each Cam approximately 1/2 turn in the direction of the arrow (clock-wise) to lock it in place. See Figure 3. **DO NOT OVER TIGHTEN.**

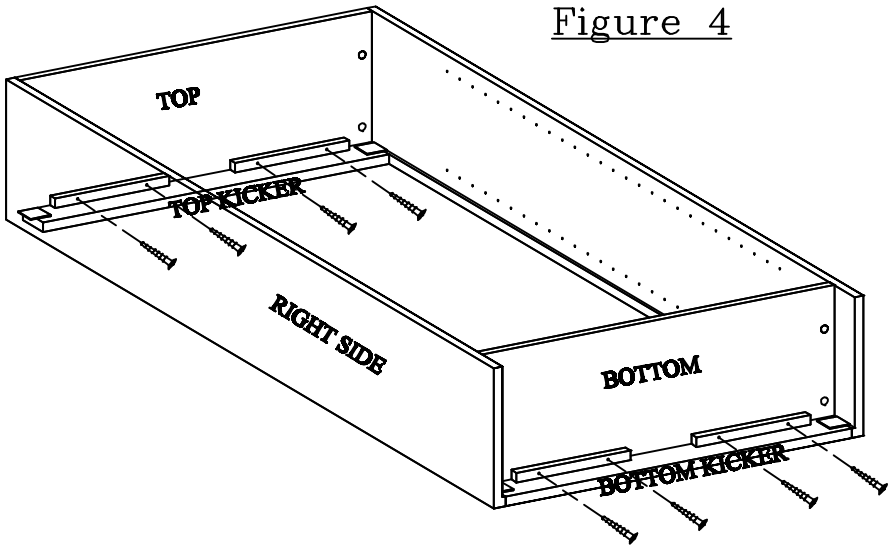
Figure 3



Step 13. Observe Figure 4. Install 2 Long Screws through the predrilled holes of each cleat and into the BOTTOM and TOP respectively. DO NOT OVER TIGHTEN. See Figure 4.

NOTE: DO NOT SET THE bookcase UPRIGHT until back panel is installed.

Figure 4



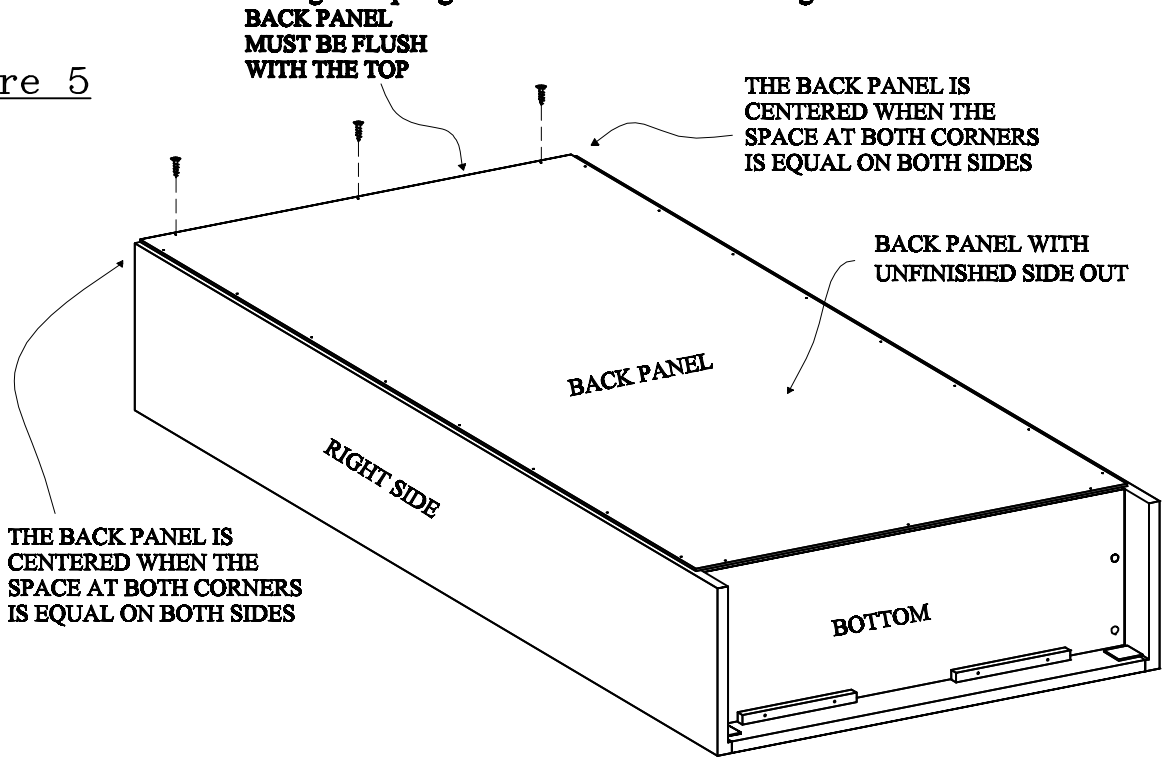
Step 14. Lay the back panel on the back edges of the bookcase. Make sure the BACK PANEL's unfinished side faces up. See Figure 5.

IMPORTANT: Back Panel must be completely aligned with TOP, BOTTOM and side edges as well, to ensure a square cabinet as explained below.

Step 15. Position the back panel flush with the top edge of the Top. Make sure the BACK PANEL does not overlap at the top corners. See Figure 5.

Step 16. Insert and screw 3 screws along the top edge of the BACK PANEL. See Figure 5.

Figure 5



Step 17. Align the bottom corners of the bookcase with the corners of the BACK PANEL. If necessary, slide the corners of the bookcase to the left or to the right. Make sure the BACK PANEL does not go over the sides at the bottom corners. See Figure 6.

Step 18. Insert and screw 3 screws along the bottom edge of the BACK PANEL. See Figure 6.

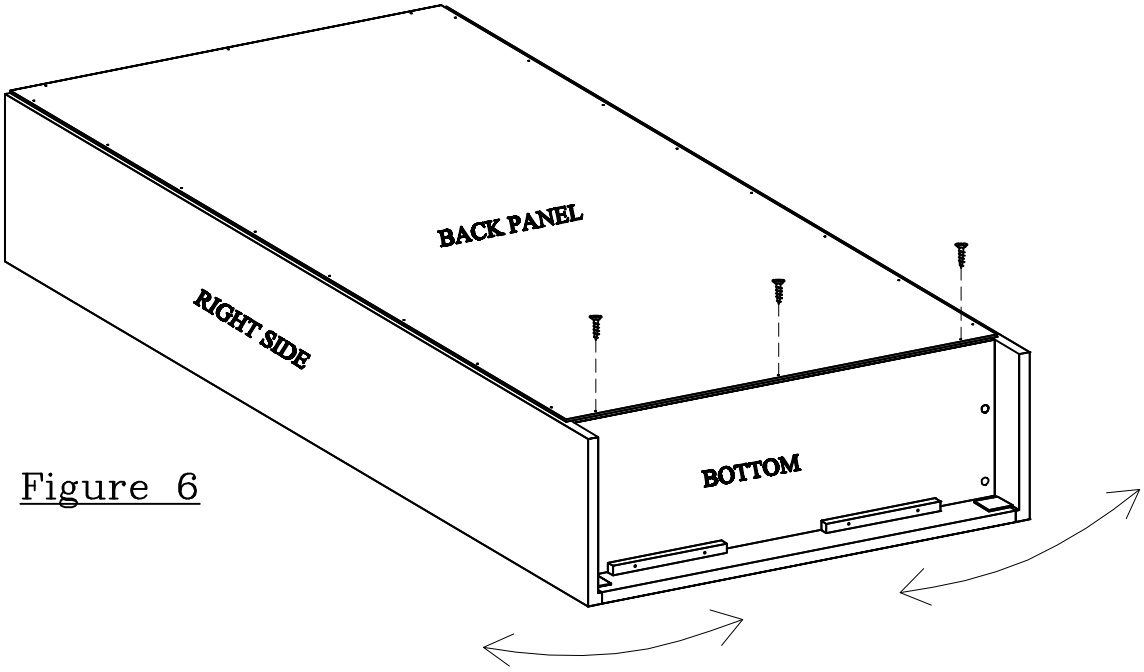


Figure 6

Step 19. The edges of the SIDE PANELS must be parallel with the edges of the BACK PANEL. If necessary, slightly push the SIDE PANELS in or out, in order to ensure an equal amount of space along the edges. See Figure 7.

Step 20. Insert and screw 8 screws along each side edge of the BACK PANEL. See Figure 7.

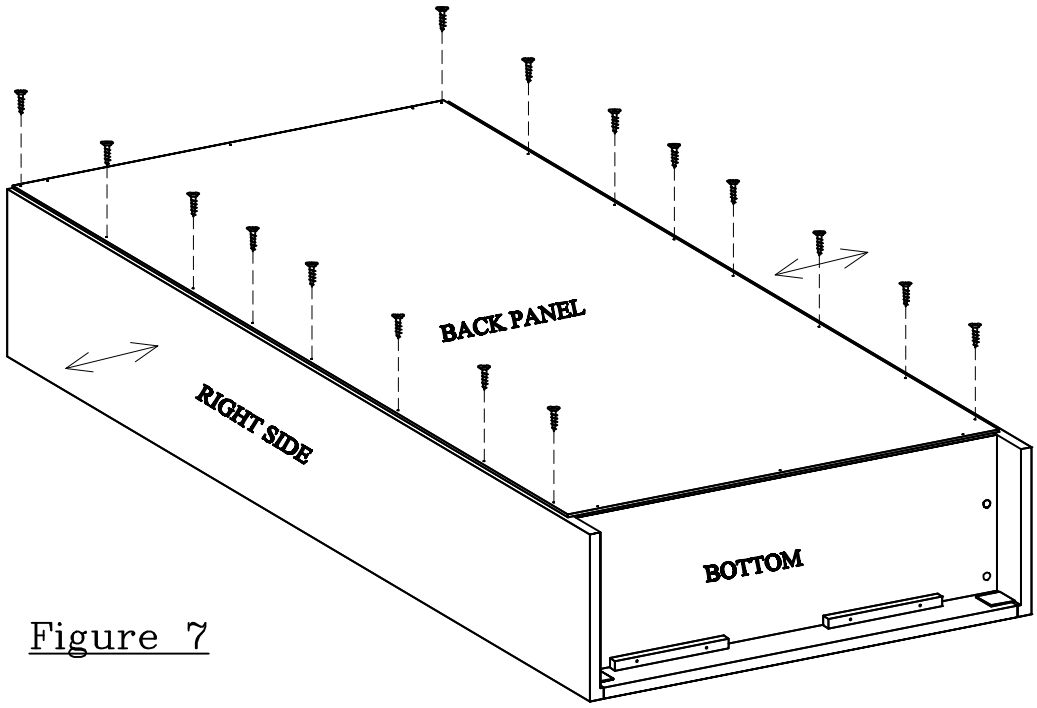


Figure 7

Step 21. With your friend, carefully set the unit upright and move to the desired location.

Step 22. Position and insert securely Shelf Support Pins at the desired locations (4 pins per shelf). Install each ADJUSTABLE SHELF at the desired location.

Step 23. If necessary, adjust one Shelf Support Pin by rotating 180° at the loose corner to ensure a firm, flat support for ADJUSTABLE SHELF. See Figure 8.

NOTE: For safety, it is recommended to place items on the bookcase shelves starting with the bottom shelf first working your way up the bookcase, shelf by shelf to top shelf. As an added safety feature, we recommend to affix the bookcase to the wall.

We sincerely hope you have enjoyed assembling your unit and that you will make good use of it.

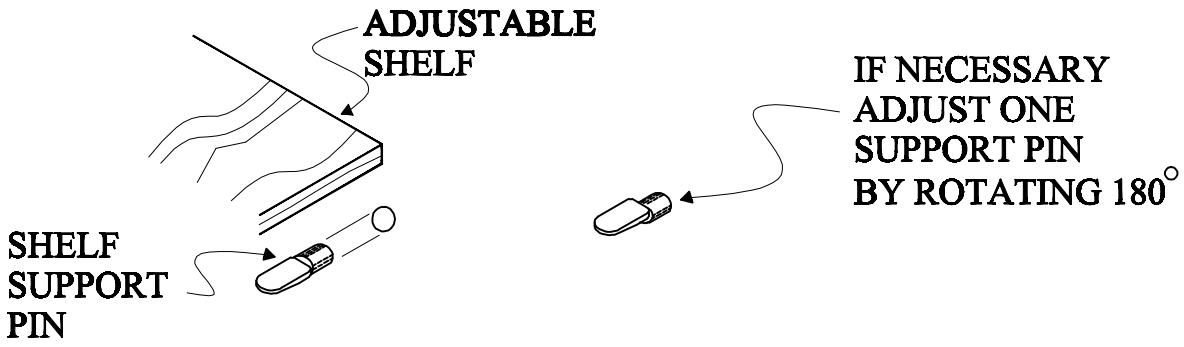
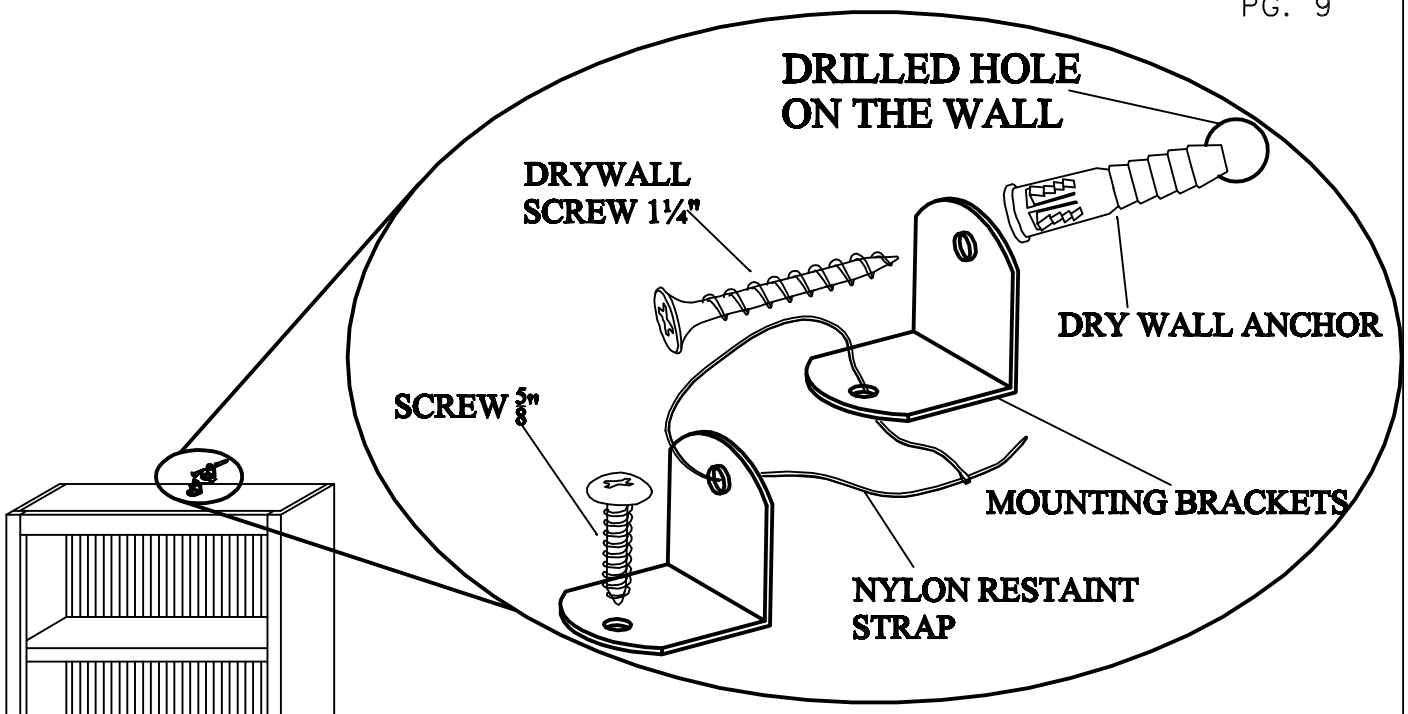
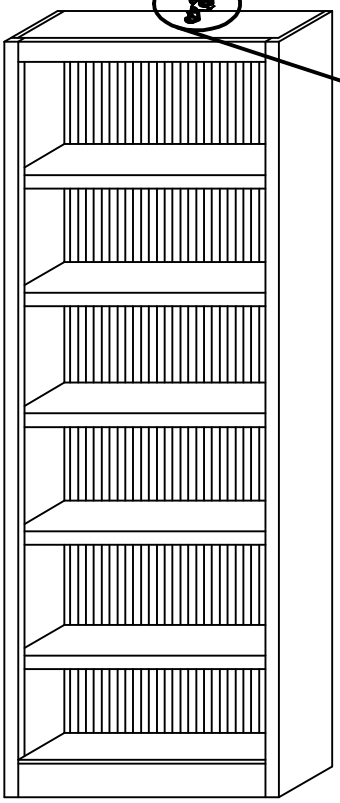


Figure 8





Furniture Tipping Restraint Information

Young children may be injured by tipping furniture. The use of a tipping restraint is highly recommended. This hardware, when properly installed, could provide protection against the unexpected tipping of furniture due to improper use.

WARNING: This product is only a deterrent. It is not a substitute for proper adult supervision.

Installation Instructions:

1. Attach one of the mounting brackets securely to the top back edge of the furniture. Use one of the SHORTER screws to securely attach the bracket to bookcase.
2. Determine where furniture is to be placed and mark location on the wall for the mounting bracket screw hole approximately 2" below the bracket mounted to the edge of the furniture.
3. Drill a 3/16" hole in the wall. Press the plastic anchor into the hole and gently tap until the flange on the anchor is against the wall surface.
4. Position the bracket over the anchor and use one of the LONGER screws to securely attach the bracket to wall.
5. Place the furniture so that the bracket on the back edge is in line with the bracket on the wall.
6. Lace an end of the nylon restraint strap down through each bracket. Bring both ends together and slide the beaded end of the strap through the keyhole-shaped slot in the other end until snug. Pull down on the beaded end until it snap locks into the keyhole slot.
7. Check to make sure the strap is securely laced and locked to the brackets.

KIT TO SECURE BOOKCASE TO THE WALL.